# CERTIFICATION STANDARDS & CORE PLUS DEVELOPMENT GUIDE
# CONTRACTING LEVEL I

| Type of Assignment | Representative Activities |
|---|---|
| 1 - Operational Contracting | Contracting functions in support of post, camp or stations |
| 2 - Research and Development | Contracting functions in support of research and development |
| 3 - Sys Acquisition | Contracting functions in support of systems acquisition to include all ACAT programs |
| 4 - Logistics and Sustainment | Contracting functions performed by the Defense Logistics Agency or by other offices to sustain weapon systems |
| 5 - Construction/ A&E | Contracting functions in support of construction and/or architect and engineering services |
| 6 - Contingency/ Combat Ops | Contracting functions performed in a contingency or combat environment |
| 7 - Contract Admin Office | Contracting function is primarily focused on contract administration |
| 8 - Contract Cost/Price Analyst | Contracting function is primarily focused on advanced cost/price analysis |
| 9 - Small Bus Specialist | Contracting function is primarily focused on advising small businesses or on strategies for maximizing use of small businesses |
| 10 - Other | Contracting functions that perform a variety of assignments or are at a headquarters, secretariat, or OSD |

## Core Certification Standards (required for DAWIA certification)

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|---|---|
| **Acquisition Training** | None required |
| **Functional Training** | ● **CON 090** Federal Acquisition Regulation (FAR) Fundamentals **(R)**<br>● **CON 100** Shaping Smart Business Arrangements<br>● **CON 121** Contract Planning<br>● **CON 124** Contract Execution<br>● **CON 127** Contract Management<br>● **CON 170** Fundamentals of Cost and Price Analysis **(R)**<br>● **CLC 025** Small Business Program for Contracting Officers<br>● **CLC 033** Contract Format and Structure for DoD e-Business Environment<br>● **CLC 057** Performance Based Payments and Value of Cash Flow<br>● **CLC 058** Introduction to Contract Pricing |
| **Education** | ● At least 24 semester hours in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management<br>● Baccalaureate degree (Any Field of Study) |
| **Experience** | 1 year of contracting experience. |

## Unique Position Training Standards

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|---|---|
| **Level I Contracting personnel assigned to support a MDAP/MAIS program** | ● ACQ 101 Fundamentals of Systems Acquisition Management |

| Core Plus Development Guide (desired training, education, and experience) | Type of Assignment | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Training** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| **CLC 003** Sealed Bidding | ✔ | | | ✔ | ✔ | | | | | |
| **CLC 004** Market Research | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **CLC 005** Simplified Acquisition Procedures | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | | ✔ | ✔ |
| **CLC 009** Service-Disabled, Veteran-Owned Small Business Program | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | | ✔ | ✔ |
| **CLC 020** Commercial Item Determination | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |
| **CLC 024** Basic Math Tutorial | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | | ✔ |
| **CLC 028** Past Performance Information | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | | ✔ | ✔ |
| **CLC 030** Essentials of Interagency Acquisitions/Fair Opportunity | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |
| **CLC 043** Defense Priorities and Allocations System | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | | ✔ | ✔ |
| **CLC 045** Partnering | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | | | ✔ |
| **CLC 046** Green Procurement | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |
| **CLC 054** Electronic Subcontracting Reporting System (eSRS) | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |
| **CLC 055** Competition Requirements | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |
| **CLC 060** Time and Materials Contracts | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |
| **CLC 062** Intra-Governmental Transactions | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |
| **CLC 113** Procedures, Guidance, and Information | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |
| **CLC 131** Commercial Item Pricing | ✔ | ✔ | ✔ | ✔ | | | ✔ | ✔ | | ✔ |
| **CLC 132** Organizational Conflicts of Interest | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |
| **CLC 133** Contract Payment Instructions | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |
| **CLG 001** DoD Government Purchase Card | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |
| **CLG 004** DoD Government Purchase Card Refresher Training | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |
| **CLG 005** Purchase Card Online System (PCOLS) | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |
| **CLM 023** DAU AbilityOne Contracting | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | | ✔ | ✔ |
| **CON 237** Simplified Acquisition Procedures | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | | ✔ | ✔ |
| **CON 243** Architect-Engineer Contracting **(R)** | | | | | ✔ | | | | | |
| **CON 244** Construction Contracting **(R)** | | | | | ✔ | | | | | |
| **FAC 007** Certificate of Competency Program | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | | ✔ | ✔ |
| **LOG 101** Acquisition Logistics Fundamentals | | ✔ | ✔ | ✔ | | | | ✔ | | ✔ |
| **LOG 102** Fundamentals of System Sustainment Management' | | ✔ | ✔ | ✔ | | | | ✔ | | ✔ |
| **SPS 101** Standard Procurement System and federal Procurement Data System -- Next Generation User | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ | ✔ |

## Education

None specified

## Experience

None specified

**Notes:**

**1** The Core Certification/Training Standards section lists the training and/or education and experience REQUIRED for certification at this level or training for this career path within 24 months of assignment.

**2** "(R)" following a course title indicates the course is delivered as resident-based instruction.

**3** When preparing your IDP, you and your supervisor should consider the training, education, and experience listed in this Core Plus Development Guide if not already completed.

**7** Workforce members assigned to the position(s) identified in the Unique Position Training Standards section should meet the training standard(s) identified within 12 months of assignment.

**12** See 10 U.S.C. 1724 exempts DoD GS-1102 series employees and military equivalents serving in the DoD on or before

30 Sep 2000; contracting officers with authority to award in excess of the SAT serving on or before 30 Sep 2000; as well as members of the Contingency Contracting Force from the requirement for a Baccalaureate degree.

**13** Some continuous learning (CL) modules have been created by extracting lessons in their entirety from a training course. If this is the case for the CL module(s) identified in the above Core Certification Standards, the course from which the CL module was extracted is identified in the “Notes” section of the CL course description and the course can be substituted to meet the certification standard.